

**SUMMARY OF FEES FOR INFORMATION REQUESTS UNDER THE
MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

If you request information under the *Municipal Freedom of Information and Protection of Privacy Act* you may be required to pay certain fees. The rules regarding payment and amount of fees are set out in the *Act* and its Regulations. Typical fee charges are summarized below.

If you are requesting information about yourself, your request is considered a “personal information request”. All other requests for information, whether about a person other than yourself or about a government program or activity are considered “general information requests”. General information requests are charged different fees than personal information requests.

FEE CHARGES FOR GENERAL INFORMATION REQUESTS

The following fees apply to general information requests:

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|------------------------------|-------------------------------------------------------------------------|
| Application fee: | \$5.00 to be paid when your request is submitted |
| Search time: | \$7.50 per ¼ hour required to search and retrieve records |
| Record preparation: | \$7.50 per ¼ hour required to prepare records for release |
| Photocopying: | \$0.20 per page |
| Computer Programming: | \$15.00 per ¼ hour if needed to develop program to retrieve information |
| CD ROMs: | \$10.00 for each disk |

FEE CHARGES FOR PERSONAL INFORMATION REQUESTS

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|------------------------------|-------------------------------------------------------------------------|
| Application fee: | \$5.00 to be paid when your request is submitted |
| Photocopying: | \$0.20 per page |
| Computer Programming: | \$15.00 per ¼ hour if needed to develop program to retrieve information |
| CD ROMs: | \$10.00 for each disk |

You will be given a fee estimate if the anticipated fees are \$25.00 or more. If the fee estimate is \$100.00 or more, you will be required to pay a 50% deposit prior to us processing the records.

For further information about fees that may be charged, contact the Freedom of Information and Privacy staff at the Region of York or your local municipal office.